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19 November 1946.

MEMORANDUM FOR THE ASSISTANT DIRECTOR FOR COLLECTION AND PROCESSING

SUBJECT: Recommended Conference regarding Liaison between C.I.G.
Stand-by and Week-end Duty Officers with Departmental
Intelligence Agencies.

1. C.I.G. Administrative Order No. 35, dated 15 November 1946,
Subject: Stand-by Officers, establishes the operating procedures
and instructions for C.I.G.'s stand-by officers.
2. It is believed, however, that the War, State and Navy Depart-
ments and the Federal Bureau of Investigation of the Justice Department
may not have designated stand-by officers for off-duty hours or duty
officers for Saturday and Sunday similar to those of the Central Intel-
ligence Group. Undoubtedly, some of the Departments do designate cer-
tain professional personnel who are responsible for taking action on
urgent matters outside of normal working hours, however, it is believed
that an assured integration of stand-by or duty officer procedure of
the Departmental intelligence agencies in Washington should be effected
with those of C.I.G.
3. The matter discussed in this paper is considered worthy of full
investigation, both from the collection point of view and, quite
definitely, from the viewpoint of the national security. It does not
seem logical that C.I.G. detail competent duty officers during the off-
duty periods if there is no corresponding system similarly established
on the other end(s).
4. It is therefore recommended that this situation be brought to
the attention of ICAPS with the suggestion that ICAPS sponsor an inter-
departmental conference to review the current arrangements within
Departments to insure the transmittal of urgent and vital intelligence
information to the C.I.G. stand-by or duty officers. This conference
may determine that present arrangements are satisfactory but even in
this event, it is considered that such a conference would serve an
extremely useful purpose.

/s/
Colonel, U.S.C. (F.A.)
Chief, Collection Branch

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